

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request from C/TB/CTD/OTE for Summary of the Office of Logistics

FROM:		EXTENSION		NO.	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	
		RECEIVED	FORWARDED	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
STAT	OL Planning Officer. OL/IMSS				8 March 1988
STAT	1. C/IMSS/OL	3/14	3/14	ATZ	<p>Attached at the request of the EO/OL and [redacted] of P&amp;TS/OL is a proposed package to satisfy the attached OTE request for a summary of OL.</p> <p>IF ACCEPTABLE TO THE D/L, I WILL RELEASE TO [redacted] TO [redacted] SEND TO OTE.</p> <p>Please note cp's to be made</p>
STAT	2. EO/OL	3/15		VTD	
STAT	3. DD/OL	3/15			
STAT	4. D/L	10/3			
STAT	5.				
STAT	6. IMSS/OL				
STAT	7.				
STAT	8.				
STAT	9.				
STAT	10.				
STAT	11.				
STAT	12.				
STAT	13.				
STAT	14.				
STAT	15.				

SUMMARY OF THE OFFICE OF LOGISTICS

MISSION:

The Director of Logistics (D/L) is responsible for developing logistical policy and planning, and providing worldwide logistical support to all Agency activities. This support includes procurement, supply, real estate and construction, printing, photography, facilities maintenance and operation, mail, courier, transportation, and other logistical services.

FUNCTIONS:

25X1 Within the scope of [ ] the D/L has worldwide responsibilities for Agency real property and construction activities, supply and transportation systems, and procurement activity. The D/L is the senior Agency contracting officer for procurement funds; operates a centralized procurement service; delegates contracting authority to decentralized procurement teams; [ ]

25X1 [ ]

25X1 [ ]

25X1 D/L oversees the operation and maintenance of Agency Metropolitan Washington area facilities; provides support to these facilities including transportation, mail and courier services, supplies and equipment; staffs the Executive Dining Room, and interfaces with Guest Services, Inc., for the operation of Agency cafeterias; [ ] and a complete printing and photography facility; and conducts liaison with General Services Administration, the Department of State, and the Department of Defense for logistics support for Agency domestic and overseas facilities.

To assist the D/L in effectively accomplishing OL's mission and functions, the D/L has, at his command, a Deputy (DD/L), and Executive Officer (EO), five advisory staffs, and five operating divisions. The EO, the Procurement Executive (PE), and the staffs provide policy and procedural advice in the areas of regulations, planning, contracting, industrial security, personnel, special programs evaluation, finance, records, energy conservation, and centralized control of ADP applications; and operate a contract information system, perform security inspections of contractor facilities, monitor and control the OL budget and procurement allotments, handle all personal property claims by Agency employees, and monitor equal employment opportunity within OL.

~~SECRET~~

OL SUPPORT:

OL provides support to all components of the Agency and the Intelligence Community including direct logistical support to Agency [ ] efforts and the several special task forces of the Agency. In FY-87, OL shipped more ordnance than ever before in the Agency's history.

In an effort to increase OL support capability to the Agency and the Intelligence Community, OL has developed a cadre of over [ ] volunteers to serve on the OL Flying Squad, a team of employees ready to go anywhere, anytime, to do anything. In [ ]

NUMBER OF EMPLOYEES IN OL:

FACILITIES MANAGEMENT DIVISION:

Provides engineering, maintenance and administrative support to Agency facilities in the Headquarters area. Functions include monitoring of services provided by contractors for operation, maintenance, and engineering on the Headquarters Compound; space planning, design and allocation; renovation and relocation services; food services; furniture maintenance; Agency parking program; vehicle armoring; mail and courier services; motor pool operations; classified waste disposal; and distribution of supplies.

PRINTING AND PHOTOGRAPHY DIVISION:

Agency requirements for intelligence, cartographic, pictorial, and administrative printing and photography are met through the operation of a central printing and photography plant that ensures high quality, rapid delivery, and rigid security control. Functions include maintenance of a general purpose printing and photographic facility; audio visual and teleproduction support; technical planning and guidance for Agency printing and photographic requirements; artistic support to Agency components for graphics and visual aids and administration of an Agency-wide copier management program.

PROCUREMENT DIVISION:

Exercises technical staff supervision over the procurement of equipment, supplies, and nonpersonal services required to support Agency activities. Effects the acquisition of all open-market purchases of general supplies and services, major production items and services, and ADP equipment and services. Provides contract and procurement guidance to Agency field stations, as required.

SUPPLY DIVISION:

Provides materiel support to Agency operations; formulates and administers policy for the management and operation of the Agency supply system worldwide, [REDACTED]

[REDACTED]

REAL ESTATE AND CONSTRUCTION DIVISION:

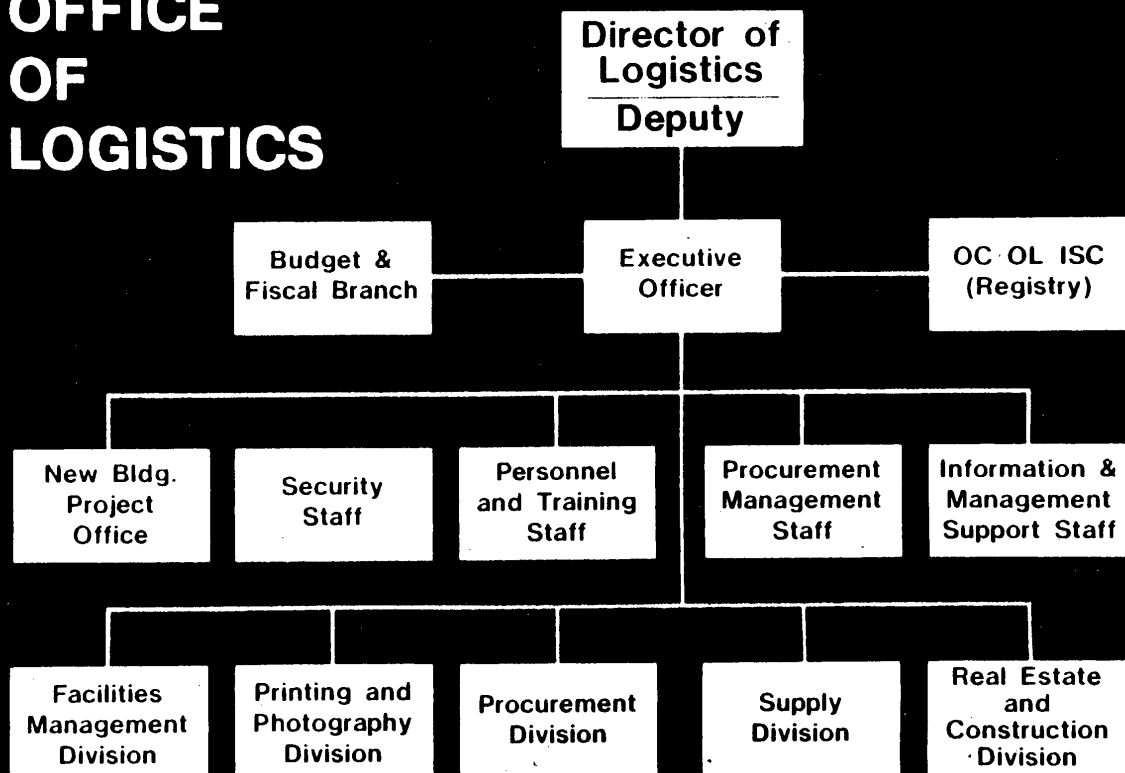
Acquires, manages, and disposes of all official and nonofficial real property required for Agency operations worldwide. Provides architectural and engineering services including contract negotiations for real estate, construction, and maintenance to support Agency domestic and overseas requirements. Coordinates legal, [REDACTED] and security aspects of real property transactions with appropriate Agency components.

NEW BUILDING PROJECT OFFICE:

Provides centralized management for all construction activities related to the Headquarters Expansion Project, including adjudication of architectural and engineering issues; management of the construction budget and schedule; administration of the support budgets associated with communications, ADP, and security systems; and liaison with Federal, State and local agencies required for the initiation and implementation of all facets of the Headquarters Expansion Project.

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# OFFICE OF LOGISTICS



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